

14 November 1985

MEMORANDUM FOR: Records Management Officer, DCI Area
Records Management Officer, DA
Records Management Officer, DI
Records Management Officer, DO
Records Management Officer, DS&T

FROM:
Chief, Information Management Branch,
Information Resources Management Division, OIS/DA

SUBJECT: Annual Records Inventory - FY 1985

1. Attached are copies of the "new" Form 3581, Annual Report of Records Holdings, for use in collecting volume statistics for the Agency's records holdings in FY 1985. As we discussed at the September 1985 Directorate RMO meeting, we have included the volume figures reported in FY 1984 on the master copy of the form for each component. In addition, we have provided each component with several blank copies of the form. Please inventory your record holdings and return the completed form to IMB/IRMD, 1236 Ames Building by 20 December 1985.

2. This year for the first time magnetic and film records should be reported by quantity rather than linear feet. To assist you in determining the quantity of word processing magnetic cards and diskettes, one inch of word processing magnetic cards equals 50 cards and one inch of diskettes equals 10 diskettes.

3. I am sending the inventory forms to you to ensure that no components are overlooked. Also, your dissemination of these forms will ensure complete coverage and will allow for directorate level management requirements. Any questions concerning the inventory or use of the new form should be directed to on extension . If additional blank forms are needed, they are available in IMB, 1236 Ames Building.

Attachments:
As stated

DDA/OIS/IRMD/IMB/DW:mc (13 November 1985)

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